| Semester | |
|---|---|

# ONLINE CLASS INFORMATION

*This form must be distributed to online class instructors to complete and return to their Academic Department Assistant.*

**ONLINE FACULTY: Please complete sections A and B, then return this form to the Academic Department Assistant by the following date: _____ Complete a separate form for <u>each</u> of your online classes for this semester.**

Faculty Member's Name _____

Course _____  Class Number _____

**Section A - Please answer the question below. We are required to report this information to the Chancellor's Office.**

Did the instructor who developed this online class receive training from the California Virtual Campus (CVC)/California Virtual University (CVU)?  ○ Yes    ○ No    ○ Don't Know

**Section B - Please provide the information requested so that proper coding <u>can be determined</u> for state reporting.**

Select A or B
- ○ A    Class does NOT have an on-campus orientation meeting (ADA - use Note Number 0056).
- ○ B    On-campus orientation meeting to be held on:

    Date _____    Time _____    Location/Room* _____

    *If orientation is to be held in the ATG lab, the department must reserve the date and time with staff in Academic Technology.

Will you use a video series from Palomar College Television in this online class?  ○ Yes    ○ No
If yes, indicate the name of the video series _____
If yes, will you use the entire video series in this online class?  ○ Yes    ○ No
If not the entire video series, indicate the number of video lessons you will use for this class: _____

*Academic Department Assistant:*

**• Important  - ALL completed Online Class Information forms must be submitted to Instructional Services. Please submit the forms via your division dean's office.**

- **• Verify that the course has been approved through curriculum to be offered online.**
- • Set Campus to **MAIN**, Location to **SAN MARCOS** and Facility ID to **INTERNET**. Set Pat to **DE** (Distance Education) instead of TBA.
- • Set Instruction Mode (MOI) to 72 for online classes, or
- • Set Instruction Mode (MOI) to 63 if the class will be using an <u>entire</u>  video series, <u>even though</u> this is an online class.
- • Add Attribute of ACCT and Attribute Value of I or L if laboratory.
- • Add Attribute of DIST and Attribute Value of 72. This will place the class in the Online section of the Class Schedule.
- • Add Attribute of XB10 and include the appropriate XB10 value based on the information provided by the Faculty Member in Section A.
    - Attribute XB10 values:
        - 0 = Instructor who developed this class is not CVC/CVU trained
        - 1 = Instructor who developed this class is CVC/CVU trained
        - X = Unknown if instructor who developed this class is CVC/CVU trained
- •  Insert the following notes:
    - Note #50 - This is an online class.
    - Note #205 - An on-campus orientation meeting will be held on:
    - [Free format note] (day), (date(s)), from (start/end time) in (room)
            OR
    - Note #206 - A mandatory on-campus orientation meeting will be held on:
    - [Free format note] (day), (date(s)), from (start/end time) in (room)
    - Note #159 - Students registering for this class must consult the following Web site:
    - Note #158 - http://www.palomar.edu/blackboard
                or, indicate a different URL specified by instructor.
    - Only if the class is using the entire video series, include the following class notes:
    - Note #187 - This class includes video lectures.
    - [Free format note] Video series entitled: (name of series)
    - Note #171 - Closed Captioned  (if applicable)

09/11/14